

# NEW ACCOUNT INFORMATION FORM



## LEGAL NAME OF ORGANIZATION

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## ORGANIZATION STRUCTURE

NON-PROFIT      CORPORATION      PARTNERSHIP      PROPRIETORSHIP      OTHER

## TYPE OF ORGANIZATION

HIGH SCHOOL      JATC PRE-APPRENTICESHIP      TECHNICAL COLLEGE      VEEP  
NECA      IBEW      CORPORATION

OTHER

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## ACCOUNT INFORMATION

|                            |  |          |  |     |  |
|----------------------------|--|----------|--|-----|--|
| MISC ACCT. INFO.           |  |          |  |     |  |
| MAILING ST. ADDRESS        |  |          |  |     |  |
| CITY                       |  | STATE    |  | ZIP |  |
| ACCOUNT PAYABLE NAME       |  |          |  |     |  |
| AP EMAIL                   |  | AP PHONE |  |     |  |
| BILLING ST. ADDRESS        |  |          |  |     |  |
| CITY                       |  | STATE    |  | ZIP |  |
| PROGRAM ADMINISTRATOR NAME |  |          |  |     |  |
| PA EMAIL                   |  | PA PHONE |  |     |  |

## PLEASE NOTE:

1. A **Purchase Order (PO) number** is required for all orders placed through the **etA** Bookstore and for PTSI Tokens. To assist with this process, **etA** provides a **fillable PDF form** that generates an estimated cost letter, which can be used to obtain POs before placing orders. This form is available under **SCHOOL RESOURCES** at [info.interimcredentials.com](http://info.interimcredentials.com).
2. Once the form is completed, please email it to **Audra Kellams** at **ak@etalliance.org**.
3. It is the **administrator's responsibility** to ensure that all required paperwork is submitted in a timely manner.
4. New account creation typically takes **1-2 business days**. **etA** will process requests as quickly as possible.

*Once the account is set up, the designated administrator is responsible for: purchasing IC curriculum licenses & access tokens; rostering users (teachers & students); assigning an IC curriculum license & access token to each user; and creating a session of users for reporting.*